

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for January 1984

Chief, Administrative Management  
Division, OC

EXTENSION

NO  
OCAM M84-071

DATE

15 FEB 1984

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
D/CO

16 FEB 1984

2.  
DD/CO

21 FEB 1984

21 FEB 1984

J

3.  
OC-EXA

21 FEB 1984

H  
84

A

4.  
OC-MLS

21 FEB 1984

P

5.  
OC-OL/IMC

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15.

CONFIDENTIAL

OCAM M84-071

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT:

Monthly Report for January 1984

1. Awards -

a. [redacted] was presented with an Exceptional Accomplishment Award of \$1,000 by the D/CO on 23 January 1984. [redacted] received this award for his dedicated performance during the implementation of the CRAFT system in several [redacted]

b. [redacted] was honored during a ceremony on 20 January by receiving a Certificate of Merit Award from the D/CO. This presentation marked the occasion of [redacted] retirement following 24 years of service with the Office of Communications. [redacted]

2. On 30 December 1983, the Agency entered on duty 76 clerical and professional employees. More than 15 percent of these new employees were OC technical hires. Their EOD processing was accelerated in order to precede the implementation of social security payroll deduction requirements. [redacted]

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25X1 SUBJECT: Monthly Report for January 1984 [ ]

25X1 6. On 11 January 1984, representatives of the Communications School, OC-AMD, met with the OC MERCURY Project Manager, and a member of the MERCURY Project Team. The purpose of the meeting was to coordinate CS MERCURY operator training efforts scheduled to commence circa January 1985. [ ]

25X1 7. Office of Communications representatives travelled to Tucson, Arizona, San Diego, California, and San Antonio, Texas, in January 1984 to provide assistance to Agency recruiters. These recruitment efforts resulted in 58 applicants qualifying for OC positions. [ ]

25X1

[ ]

25X1 10. On 19 January, [ ], OC-FND TERP Coordination Officer, met with Communications School, OC-AMD, representatives for discussions pertaining to the TERP-IIA system deployment. The emphasis of this meeting was to determine training guidelines for technical personnel involved in the TERP installations. [ ]

25X1

[ ]

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